



State of Arizona Accounting Manual

Topic 55 Payroll and Personnel
Section 10 HRIS

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INTRODUCTION

The entities that comprise the State of Arizona use a variety of methods for entering and recording the days and hours worked by their employees. While these policies for the most part deal specifically with the State's principal automated payroll system, the Human Resources Information Solution (HRIS), when applicable, the principles outlined below may and should be applied to other payroll systems in use within the State.

POLICIES

1. Each new employee must be oriented as soon as possible after his start date; this is typically accomplished by the employee's attending a new employee orientation session.
2. All State agencies utilizing the ADOA payroll system must conform to the State workweek, which begins Saturday at 12:00:00 a.m. and ends Friday at 11:59:59 p.m.
3. The correct pay codes, shift codes, deduction codes and, if applicable, attendance codes must be used when recording hours, pay, deductions, reimbursements, etc.
4. Unless there is an automated time clock system in use, all worked hours are to be recorded to the nearest 15 minutes (0.25 hour). In accounting for time to be recovered under a grant, hours worked can be rounded to the nearest 30 minutes (0.50 hour).
5. Hours worked must be recorded to coincide with the day on which they were actually worked.
6. All leave hours, except holiday leave and leave payout hours, should be recorded to coincide with days the employee is normally scheduled to work.
7. Holiday pay (pay code 320) and holiday leave earned (pay code 321) should be recorded to coincide with a day on which a State holiday is observed.
8. Payroll preparation, payment processing and distribution, timekeeping, and personnel record-keeping duties must be segregated.
9. Agency payroll personnel must review payroll information to ensure it has been properly recorded.

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10. The fact that some automated systems incorporate particular controls and checks does not reduce management's responsibility for maintaining internal controls or eliminate the need to retain certain manual verification processes.

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